

Town of Middleton
Office of the Selectmen
182 Kings Highway
Middleton, NH 03887
(603) 473-2261 Fax (603) 473-2577
www.middletonnh.gov

Selectmen

Jonathan B. Hotchkiss, Chairman
Joe Bailey, Vice Chairman
Michael Schwarz

Laura Parker, Secretary

Terri Laughy, Assistant Secretary

Old Town Hall Use Policy

Whereas, the Old Town Hall is a very old building with historical value, and:

Whereas, it is requested that the building and its grounds be respected at all times;

Therefore, the following policy shall be in place for the use of the Old Town Hall for non-governmental users;

1. Authorized Users

- a. The Board of Selectmen or their designee shall approve the use and users of the hall
- b. Middleton residents and property owners are authorized to rent the hall
- c. Non-residents are authorized to rent the hall
- d. No events for profit shall be allowed

2. Rental Fee

- a. Local non-profit organizations not charging admission shall not be charged a rental fee
- b. Residents and property owners shall be charged a rental fee of \$100.00 for a one-time use of the hall
- c. Residents/non-residents and property owners shall be charged rental fee for reoccurring use of the hall as follows:
 - \$80.00/ Month
 - \$40.00/ 2 Weeks
 - \$20.00/ Week
- d. Non-residents shall be charged a rental fee of \$150.00 for a one-time use of the hall
- e. If more than 100 people are attending a function at the hall, the Middleton Police Department must be notified. Call (603) 473-8548

3. Security / Cleaning Deposit

- a. A security / cleaning deposit in the amount of \$100.00 shall be required to insure no damage is caused to the building or grounds. Residents who use the hall on a reoccurring basis will need to submit an updated deposit check every six months. Upon final inspection by the Custodian, the security deposit shall be returned to the renter.

4. Cancellations

- a. Reservations cancelled within 24 hours of the event- \$30.00 shall be retained by the Town
- b. No show or reservations cancelled with less than a notice of 24 hours – forfeiture of all fees
- c. Under any circumstance of cancellation the security deposit shall be returned to the renter.

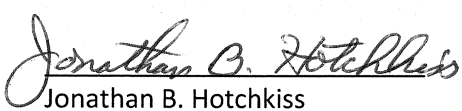
5. Application

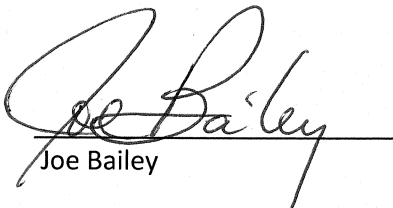
- a. An application form shall be prescribed for the use of the hall and shall include the following information:
 - Name of Renter
 - Contact person, address, phone number
 - Date and time requested
 - Acknowledgement of release and indemnification notice

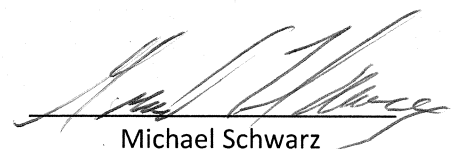
6. **Rules for Use of Hall**

- a. **NO** event shall be held past 10:00 P.M
- b. **NO** user shall leave the building unattended at any time
- c. **NO** alcoholic beverages are permitted in the building or on Town property
- d. **NO** smoking is allowed within the building. (Cigarette debris shall be removed from the property.)
- e. **NO** items are to be affixed to the walls or ceilings. Decorations are allowed on the tables and chairs only using scotch tape, which should be removed when done.
- f. **NO** confetti or other similar items shall be strewn about.
- g. **NO** use of the stage shall be allowed.
- h. **NO** candles or open flames shall be allowed. (The use of a Sterno under serving dishes is excluded.)
- i. **NO** access shall be allowed to the stairs leading to the upper floor.
- j. All **windows** should be closed and locked at the end of the event.
- k. All **rooms** are left clean and floors swept (including kitchen and bathrooms). Leave bathroom doors open. Trash should be neatly bagged (you must bring your own trash bags) and left inside by the back door. Do not leave food in the refrigerator including condiments.
- l. All **tables and chairs** should be returned to the way they were found. Tables and chairs belong to the Old Home Association and are not to leave the Old Town Hall without permission of the Board of Selectmen or the Old Home Association.
- m. **Do Not Touch Thermostats** except if requested to turn heat down to 55 when closing up during the winter months.
- n. Turn off all **lights**.
- o. Paper goods on middle island are for public use.
- p. If you use sugar, put back in **well-sealed** plastic containers.
- q. **Close and lock** all outside doors.

Adopted by the Board of Selectmen, this 8th day of December, 2014.


Jonathan B. Hotchkiss


Joe Bailey


Michael Schwarz



Town of Middleton Application for Use of Old Town Hall

Name of Applicant: _____

Applicant's Official: (if different from applicant) _____

Address: _____
Number Street City/Town State Zip Code

Date Hall Requested: _____ Time Requested: _____ am/pm to _____ am/pm
(circle one) (circle one)

Release/Indemnification

1. In consideration for being permitted to use the facilities of the Town of Middleton, _____ (insert name of person/entity seeking permission to use facilities) (hereinafter "Applicant") agrees to indemnify and hold harmless, the Town of Middleton, its officers, employees, insurers, and New Hampshire Municipal Association Insurance Programs, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity, on account of damage, loss, or injury, including without limitation, claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facility, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town of Middleton, its officers, or its employees, or from any other cause whatsoever.
2. By signing below, Applicant agrees that, in the event of any damage, loss, or injury to the facility or tan any property or equipment therein; the Town of Middleton may deduct from the damage deposit the full amount of such damage, loss of injury. Applicant further agrees that, if such damage, loss, or injury exceeds the amount of the damage deposit, Applicant will within thirty (30) days of billing reimburse the Town of Middleton for all costs associated therewith upon billing by the Town of Middleton.
3. In addition, in consideration for being permitted to use the facility, Applicant, on behalf of itself, and its officers, employees, members, and invitees, hereby expressly exempts and releases the Town of Middleton, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims and demands, on account of injury, loss or damage, including without limitation claims, arising from the property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town of Middleton, its officers, or its employees, or from any other cause whatsoever.

Official's Signature: _____ Date: _____

Date Received _____ Total Amount Received \$ _____ Check # _____